



# Change Your Password

## STEP 1

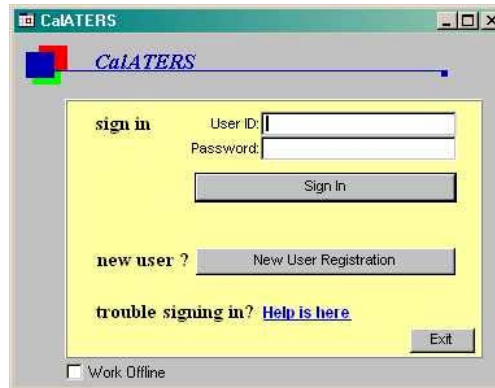
During New User Registration your password is sent to your email. If you do not know your CalATERS password, refer to [Forgot Your User ID or Password](#) instructions. To change your password, sign in to CalATERS.



From the CalATERS web site at

[www.calaters.ca.gov](http://www.calaters.ca.gov), click

## STEP 2



At the Sign In screen, key your User ID and system assigned password, then click

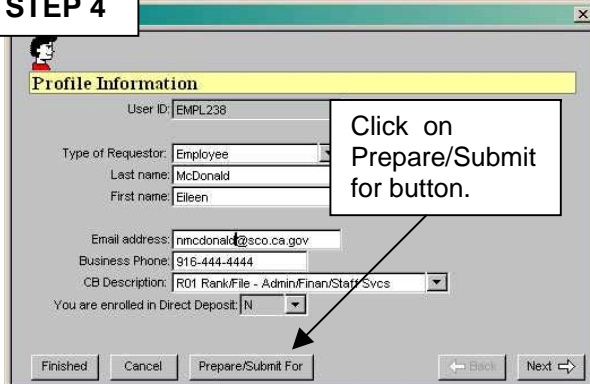


## STEP 3



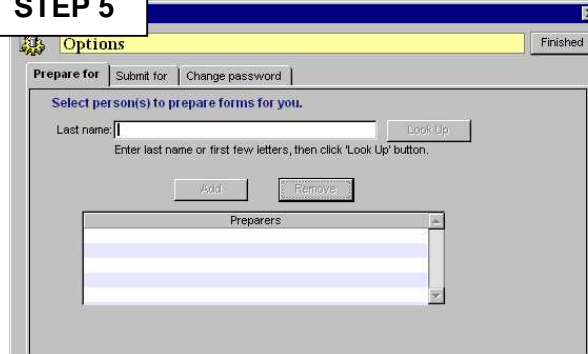
From the top of the Work Queue, click icon.

## STEP 4



Click the button

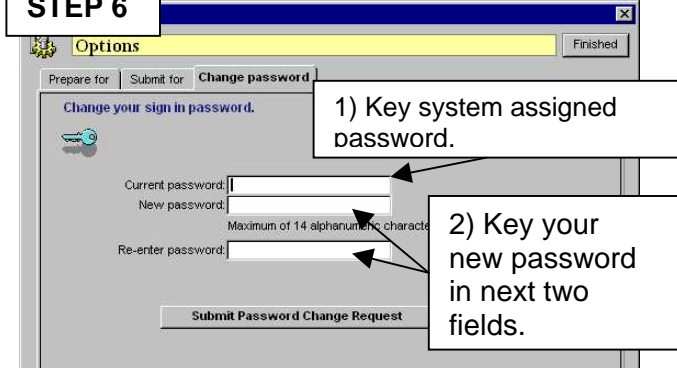
## STEP 5



To change your password, click on the tab titled



## STEP 6



Password must have a minimum of 4 and a maximum of 14 characters (either letters or numbers).

Click the button.



# Change Your Password

## STEP 7

Options

Prepare for Submit for **Change password** Finished

Change your sign in password.


**Success!**


Your password request has successfully completed.

Ok

Re-enter password: \*\*\*\*

Submit Password Change Request

A confirmation "Success!" screen will appear, Click . Your new password is now in effect.

Click the  button at the top right of the screen to exit **Options**,

## STEP 8

Profile Information

User ID: EEMPL238

Type of Requestor: Employee

Last name: McDonald

First name: Eileen M: L

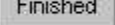
Email address: nmcdonald@sco.ca.gov

Business Phone: 916-444-4444

CB Description: R01 Rank/File - Admin/Finan/Staff Svcs

You are enrolled in Direct Deposit: N

Finished Cancel Prepare/Submit For Back Next

Click the  button at the bottom left of the Profile screen.